



MISSOURI ETHICS COMMISSION  
**REPORT SUMMARY**

INSTRUCTIONS ON REVERSE SIDE

NAME OF COMMITTEE	DATE OF REPORT	OFFICE USE ONLY
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RECEIPTS		A. THIS PERIOD	B. THIS ELECTION	STATEMENT OF BEGINNING AND ENDING FINANCIAL CONDITION	
1. TOTAL RECEIPTS FOR THIS ELECTION PREVIOUSLY REPORTED			\$	<b>MONEY ON HAND</b>	
2. ALL MONETARY CONTRIBUTIONS RECEIVED THIS PERIOD	\$				
3. ALL LOANS RECEIVED THIS PERIOD	+				
4. MISCELLANEOUS RECEIPTS THIS PERIOD	+				
5. <b>SUBTOTAL</b> MONETARY RECEIPTS THIS PERIOD (SUM 2A + 3A + 4A)	\$				
6. IN-KIND CONTRIBUTIONS RECEIVED THIS PERIOD	+			25. MONEY ON HAND AT THE BEGINNING OF THIS REPORTING PERIOD (INCLUDING FUNDS IN DEPOSITORY, CASH, SAVINGS ACCOUNTS AND ALL OTHER INVESTMENTS)	\$
7. <b>TOTAL</b> ALL RECEIPTS THIS PERIOD (SUM 5A + 6A)	\$			26. MONETARY RECEIPTS THIS PERIOD (FROM ITEM 5)	+
8. FUNDS USED FOR <b>REPAYING</b> LOANS THIS PERIOD	—			27. MONETARY DISBURSEMENTS MADE THIS PERIOD (SUM 11 + 17 + 24) a) Disbursements By Check \$ _____ b) Disbursements By Cash \$ _____	—
9. <b>TOTAL ALL RECEIPTS THIS ELECTION</b> (SUM 1B + 7A – 8A)			\$	28. MONEY ON HAND AT THE CLOSE OF THIS REPORTING PERIOD (SUM 25 + 26 – 27)	\$
EXPENDITURES		A. THIS PERIOD	B. THIS ELECTION	<b>INDEBTEDNESS</b>	
10. TOTAL EXPENDITURES FOR THIS ELECTION PREVIOUSLY REPORTED			\$		
11. EXPENDITURES MADE BY CASH OR CHECK THIS PERIOD	\$				
12. IN-KIND EXPENDITURES MADE THIS PERIOD	+				
13. DEBTS INCURRED THIS PERIOD (NOT INCLUDING LOANS)	+				
14. <b>TOTAL</b> ALL EXPENDITURES MADE THIS PERIOD (SUM 11A + 12A + 13A)	\$				
15. <b>TOTAL EXPENDITURES THIS ELECTION</b> (SUM 10B + 14A)			\$	29. OUTSTANDING INDEBTEDNESS AT THE BEGINNING OF THIS PERIOD	\$
CONTRIBUTIONS MADE		A. THIS PERIOD	B. THIS ELECTION	30. LOANS RECEIVED THIS PERIOD	+
16. TOTAL CONTRIBUTIONS MADE FOR THIS ELECTION PREVIOUSLY REPORTED			\$	31. NEW DEBTS INCURRED THIS PERIOD	+
17. ALL MONETARY CONTRIBUTIONS MADE THIS PERIOD	\$			32. PAYMENTS MADE ON LOANS THIS PERIOD	—
18. ALL IN-KIND CONTRIBUTIONS MADE THIS PERIOD	+			33. CREDITS RECEIVED ON LOANS THIS PERIOD	—
19. <b>TOTAL</b> ALL CONTRIBUTIONS MADE THIS PERIOD (SUM 17A + 18A)	\$			34. PAYMENTS MADE THIS PERIOD ON DEBTS INCURRED IN PREVIOUS PERIOD	—
20. <b>TOTAL ALL CONTRIBUTIONS MADE THIS ELECTION</b> (SUM 16B + 19A)			\$	35. <b>TOTAL INDEBTEDNESS AT THE CLOSE OF THIS REPORTING PERIOD</b> (SUM 29 + 30 + 31 – 32 – 33 – 34)	\$
OTHER DISBURSEMENTS		A. THIS PERIOD	B. THIS ELECTION		
21. FUNDS USED FOR REPAYING LOANS THIS PERIOD	+				
22. PAYMENTS THIS PERIOD ON PREVIOUSLY REPORTED DEBTS INCURRED	+				
23. ANY MISCELLANEOUS DISBURSEMENT NOT REPORTED ELSEWHERE	+				
24. <b>TOTAL</b> OTHER DISBURSEMENTS THIS PERIOD (SUM 21A + 22A + 23A)	\$				

# REPORT SUMMARY INSTRUCTIONS

FORM CD SUMMARY

**PURPOSE:** The report summary is used to consolidate the total receipts received and total disbursements made by your committee for this reporting period, and to report the cumulative amounts for the election period to date. In addition, the financial status of your committee is determined through disclosure of money on hand and outstanding indebtedness. Most of the information asked for is included on other forms in the Committee Disclosure Report packet.

**NOTE:** This form should be filled out after all other CD-Forms required of your committee have been completed. If this is an initial report, items 1, 10, and 16 will reflect a balance of zero (0).

## CONTENT OF FORM:

### RECEIPTS

- Item 1:** From item 9 of your last Report Summary enter the total receipts for this election that your committee has previously reported.
- Item 2:** From Item 22 of Form CD1 for this reporting period, enter the total of all monetary contributions received.
- Item 3:** From Item 20 of Form CD1 for this reporting period, enter the total of all loans received.
- Item 4:** Enter the total amount of any receipts to your committee from sources other than contributions received. Such sources can include interest from interest bearing accounts (from committee records) and interest or dividends from investments (from Item 12 Form CD2), intra-campaign transfers from one candidate committee to another candidate committee controlled by the same candidate must be included in this amount. If such transfers are included, attach a listing, by name and address of the committee, date and amount of the transfer, to this report. This amount should not include any credits on loans received by your committee.
- Item 5:** Add the amounts entered for Items 2A, 3A, and 4A and enter the total. This reflects total monetary receipts for this reporting period.
- Item 6:** From Item 21 of Form CD1 for this reporting period, enter the total of in-kind contributions received this reporting period.
- Item 7:** Add the amounts entered for Items 5A and 6A and enter the total. This reflects total receipts for this reporting period.
- Item 8:** From Item 19 of Form CD3 for this reporting period, enter the total amount used for repaying loans this period.
- Item 9:** Add the amounts entered for Items 1B and 7A, then subtract the amount entered for Item 8A and enter the total. This reflects total receipts for this election to date.

### EXPENDITURES

- Item 10:** From Item 15 of your last Report Summary, enter the total expenditures your committee has previously reported for this election.
- Item 11:** From Item 16 of Form CD3 for this reporting period, enter the total expenditures made by check or in cash this period.
- Item 12:** From Item 18 of Form CD3 for this reporting period, enter the total of in-kind expenditures for this reporting period.
- Item 13:** From Item 17 of Form CD3 for this reporting period, enter the total of expenditures incurred but not paid during the period.
- Item 14:** Add the amounts entered for Items 11A, 12A, and 13A and enter the total. This reflects total expenditures made this period.
- Item 15:** Add the amount entered for Items 10B and 14A and enter the total. This reflects total expenditures for this election.

### CONTRIBUTIONS MADE

- Item 16:** From Item 20 of your last Report Summary, enter the total contributions made and previously reported for this election.
- Item 17:** From Item 25 of Form CD3 for this reporting period, enter the amount of monetary contributions made for this period.
- Item 18:** From Item 28 of Form CD3 for this reporting period, enter the amount of in-kind contributions made during this period.
- Item 19:** Add the amounts entered for Items 17A and 18A, and enter the total. This reflects total contributions made for this reporting period.

- Item 20:** Add the amounts entered for items 16B and 19A and enter the total. This reflects total contributions made during the election period.

### OTHER DISBURSEMENTS

- Item 21:** From Item 19 of Form CD3 for this reporting period, enter the amount used for repaying loans (this is the same amount entered for Item 8 of this form).
- Item 22:** From your committee records, enter the amount which was used during this reporting period to repay debts which were incurred and reported previous to this reporting period.
- Item 23:** From committee records enter the amount of any disbursement not listed as an expenditure or contribution made. This amount must include any intra-campaign transfers from one candidate committee to another candidate committee controlled by the same candidate. If such transfers are included, attach a listing, by name and address of the committee, date and amount of the transfer, to this report.
- Item 24:** Add the amounts entered for Items 21A, 22A and 23A and enter the total. This reflects total "other" disbursements for this period.

### MONEY ON HAND

- Item 25:** From Item 28 of your last Report Summary, enter the amount of money on hand at the beginning of this reporting period.
- Item 26:** From Item 5 of this Report Summary, enter the total monetary receipts for this reporting period.
- Item 27:** Add Items 11A, 17A, and 24A and enter the total. This reflects total monetary disbursements made this reporting period.
- Item 27A -** From committee records, enter the amount of monetary disbursements made this period by check.
- Item 27B -** From committee records, enter the amount of monetary disbursements made this period by cash.
- NOTE: Items 27A and 27B, when added together, should equal Item 27.
- Item 28:** Add the amounts entered for Items 25 and 26, then subtract the amount entered for Item 27 and enter the total. This reflects the amount of money on hand at the end of this reporting period.

### INDEBTEDNESS

- Item 29:** From Item 35 of your last Report summary, enter the amount of indebtedness at the beginning of this reporting period.
- Item 30:** From Item 20 of Form CD1 for this reporting period, enter the amount of loans received during the period (same as Item 13 of this form).
- Item 31:** From Item 17 of Form CD3 for this reporting period, enter the amount of new debts incurred this period (same as Item 13 of this form).
- Item 32:** From Item 19 of Form CD3 for this reporting period, enter the amount used for repaying loans this period (same as Items 21 and 8 of this form).
- Item 33:** From committee records, enter the amount of any credits received on loans during the period (i.e. loans forgiven or paid by someone else, in whole or in part).
- Item 34:** From committee records, enter the amount used during this reporting period to repay debts which were incurred and reported previously (same as Item 22 of this form).
- Item 35:** Add the amounts entered for Items 29, 30, and 31, then subtract the amounts entered for Items 32, 33, and 34 and enter the total. This reflects total amount of indebtedness at the end of the reporting period.